



UNITED STATES MARINE CORPS

MARINE ARTILLERY DETACHMENT
US ARMY FIELD ARTILLERY SCHOOL
P.O. BOX 810
FORT SILL, OKLAHOMA 73503-5810

IN REPLY REFER TO
DetO 1000.3A
BTRYCO
16 Aug 06

DETACHMENT ORDER 1000.3A

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR STUDENT PERSONNEL

Ref: (a) MCO P1020.34G
(b) DetO 1050.1F
(c) MCO P6100.12

Encl: (1) Base General's Memorandum concerning "Off-Limits"
Establishments
(2) Battery Bulletin concerning "Off-Limits"
Establishments
(3) Wall Locker Display

1. Purpose. To set forth the Standing Operating Procedures (SOP) for Marines assigned to the Marine Battery, Fort Sill. This order is to clearly establish the rules, regulations, and standards of conduct applicable to all Marines while assigned to the Marine Battery for training at Fort Sill. Any violation of the provisions set forth in this order may subject the violator to punitive action as set forth in the Manual for Courts-Martial and in accordance with the Uniform Code of Military Justice.

2. Classification of Students. Students assigned to the Battery will fall into one of two classifications: Entry Level Trainee or Non-Entry Level Trainee.

a. Entry Level Trainees. A Marine is considered an Entry Level Trainee if he has not been stationed in the Operating Forces prior to reporting to Fort Sill.

(1) Active Duty. Marines that report to Fort Sill directly from Marine Combat Training (MCT) or a prerequisite school prior to reporting to Fort Sill are considered an Entry Level Trainee regardless of the amount of time in service in the Marine Corps.

(2) Reserves. Marines reporting to Fort Sill directly from MCT or a prerequisite school prior to reporting to Fort Sill are considered an Entry Level Trainee. Exceptions to this policy are Marines that have spent at least one satisfactory year in the

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Selected Marine Corps Reserve. Marines meeting this minimum requirement may be assigned as a Non-Entry Level Trainee at the discretion of the Commanding Officer.

b. Non-Entry Level Trainees. Marines assigned to Fort Sill for training via a lateral move are classified as Non-Entry Level Trainees.

(1) Marines classified as Non-Entry Level Trainees are afforded a greater degree of privilege and trust. Marines who are unclear as to which category they fall under should seek clarification from a Platoon Sergeant. If further clarification is required, the Marine will be referred to the Battery First Sergeant for a final decision.

3. Standards of Conduct. All Marines assigned to the Marine Battery will conduct themselves in a mature and professional manner at all times. Their conduct and attitude will exemplify the high standards and core values set forth by Marine Corps regulations.

4. Check-in Procedures. Upon reporting to the Marine Battery, each Marine will be assigned a rack and one wall locker containing a three-drawer chest insert. All Marines will receive a brief from one of the Platoon Sergeants. Marines will also sign for (1) pillow, (2) sheets, (1) pillowcase, and (1) blanket. Based on the time of year, seasonal items such as a canteen or insulating gear will be issued to all Marines. Marines attending initial MOS training will be billeted in a squad bay within the Marine Battery wing of Building 6007, "C" Wing. Marines will also receive a serviceability and accountability inspection of issued uniform items through a wall locker inspection [see Enclosure (3)]. This inspection will be conducted by a Platoon Sergeant during the first week and will identify any uniform discrepancies. All serial numbers for high dollar items will be turned into the Platoon Sergeant. All contraband will be collected, inventoried and secured in the Platoon Sergeant's office by a member of the Battery staff.

5. Accountability. Accountability for all Marines assigned to the Battery rests with the Commanding Officer. In order to maintain accountability, daily formations for all Marines are conducted. Unless excused by a member of the chain of command, all Marines will be present for every formation. On physical training (PT) days, reveille is sounded at 0430, followed by roll call at 0500. On non-PT days, reveille is sounded at 0530, followed by a 0630 roll call. Evening formations are at 1730 Monday through Friday, excluding holidays. Chow formations will

be held at 0645, 1145, and 1800 Monday through Friday, excluding holidays. Random liberty phase formations may be held at any time during a liberty period to ensure accountability.

6. Sick call. During normal duty hours, Marines requiring medical attention will report to the Platoon Sergeant's office after morning roll call. Based on the initial assessment, a Platoon Sergeant will make the determination of whether or not the Marine will participate in the daily PT session. Immediately after PT, the sick call Marines will report to the Platoon Sergeant's office to pick-up a sick call slip and their Medical Record. After receiving both the sick call slip and their record, they will report directly to the Troop Medical Clinic (TMC) for sick call prior to 0700. At TMC, an Army Medical Officer will evaluate the Marine. Upon returning from sick call, Marines will immediately report to one of the Battery Platoon Sergeants for further direction and transportation to their class or other assignment. At this time, the Marine will show all medications to the Platoon Sergeant. The Battery staff will maintain positive control over all narcotics dispensed to the Marines. Everyday medicines will be kept by the Marine for use as prescribed. Marines requiring after hours medical assistance will report to the Staff Duty Noncommissioned Officer (SDNCO) located in the Duty office, 1st Deck, Building 6007 Marine Battery Wing. They will be transported to the Reynolds Army Community Hospital Emergency Room for treatment. Every Marine transported to the hospital after hours will have an escort assigned to him.

7. Barracks Life. Marines are reminded that their actions and standards of conduct in such a close quarter's environment very quickly affect those around them. Unsanitary living habits will not be tolerated. One Marine's lack of consideration towards those around him can easily result in disorder and misconduct. Accordingly, the following rules govern Marines living in Building 6007:

a. Food and drinks will only be consumed in the recreation room or bleacher area. Only water from a closed bottle or canteen may be consumed within the squad bays.

b. All visitors must sign in with the SDNCO and are authorized in the battery bleacher area only.

c. All Army spaces are off limits. Fraternization, socializing or any other form of communication with Army female

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trainees or permanent personnel within the 6000 Area is strictly prohibited.

d. Any damage or unsatisfactory maintenance condition (e.g. an overflowing toilet or sink) will be immediately reported to either a Platoon Sergeant or the SDNCO.

e. Audio devices will be played with headphones only. During working hours, no audio or video equipment will be operated or left plugged in to an external outlet. Equipment left plugged in will be confiscated, and the Marine responsible will be charged with violating Fire Safety Codes. No headphones will be worn while in uniform. No audio equipment (to include headphones) will be authorized after Taps.

f. Marines should not maintain large amounts of cash on their person or stored in their wall locker. No more than \$50.00 cash is recommended. Keep only what you absolutely need. Bank or send home your extra money. It is recommended that each Marine purchase a "Master" lock w/key. The combination locks you obtained while in Boot Camp are easily forced open and do not provide adequate security for your valuables.

g. You are required to establish a "MyPay" account though the Defense Finance and Accounting Service website. The Platoon Sergeants will assist all newly joined Marines with establishing this service.

h. The phrase "ATTENTION ON DECK" will be loudly announced for Battalion Commanders and above that enter the room, squad bay or quarter deck.

i. Taps will sound each weeknight at 2200. All lights will be turned off in the squad bays and the SDNCO will secure the recreation room and the weight rooms. The Battery Classroom will remain available 24 hours a day to study MOS material only. The recreation room and weight rooms will be secured at 2400 on Holidays, Friday and Saturday nights.

j. Morning clean up will be completed each morning between 0715 and 0745. Responsible areas are posted in the squad bays on the read boards. If morning clean up fails to achieve the standard for cleanliness, Field Day will be instituted as needed and will be at the discretion of the Battery First Sergeant or the Commanding Officer.

k. Linen Survey will be conducted at Battery Supply each Thursday morning. Reveille will sound at 0530 with formation being held at 0545. Each Marine will survey (2) sheets and (1) pillowcase. If your blanket or pillow is dirty or unserviceable, they can be exchanged at that time.

l. Field Day will be conducted every Wednesday (and as prescribed) following evening chow. Marines will not secure from Field Day until their squad bay and assigned common areas pass inspection. A Platoon Sergeant will be in charge of and inspect all field day areas. The senior Marine in each squad bay will take charge of his area. One Marine will be in charge of common areas for cleanup and Field Day.

m. Marines will not enter the Platoon Sergeant's office in Squad Bay 2 without first knocking, greeting and receiving acknowledgement by a clerk or staff member.

n. Marines will not use empty wall lockers to store their belongings, nor will they augment their personal storage space by placing any extra three-drawer chests taken from empty wall lockers into their wall locker. All wall lockers will be set up in accordance with Enclosure (3). Every set of racks has one assigned footlocker. The only gear permitted in the footlockers is dirty laundry and laundry soap.

o. The Marine Battery Staff may conduct wall locker inspections at any time to verify accountability and serviceability of the Marine's uniforms. Wall locker inspections will occur upon arrival and departure from Fort Sill and randomly as directed by the Battery Commander.

p. Fire escapes and ladder wells are used only in an emergency. At no time are Marines authorized to use those exits or be in the ladder wells for reasons other than a fire or emergency. No gear will be stored in those spaces.

q. There are many recreational activities available aboard Fort Sill. The Quarry Hill Chapel is located one block to the west and has religious services scheduled throughout the week. There is a movie theater, bowling alley, library, swimming pool (one indoor and one outdoor), three gymnasiums, tennis courts, museums, running trails and many opportunities to fish. In addition to the weight lifting facilities on the third deck, there is a weight room behind Quarry Hill Chapel facing north towards Edwards Street. The Battery Supply has footballs, basketballs, baseball equipment and other recreational

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equipment. This gear can be checked out once liberty has been sounded on weeknights and on weekends from the SDNCO. Check with the Battery Platoon Sergeants for the location of the many recreational opportunities.

8. Grooming Standards. Marine Corps grooming standards will be enforced. Marines will strictly adhere to grooming standards while on liberty in accordance with reference (a).

a. Uniforms will be clean and maintained daily.

b. Hair will be worn neatly and closely trimmed in accordance with reference (a).

c. All Marines will shave every morning after reveille and before the first formation.

d. Marines will trim their nails to maintain a neat and clean appearance as part of their basic hygiene.

e. Boots will be scrub brushed daily, and the appropriate level of Martial Arts belt will be worn.

f. Identification tags will be worn and the identification card will be carried at all times.

g. Additionally, while on liberty, the following dress code will apply:

(1) All articles of clothing will be in good condition. Clothes that are dirty, torn or poorly fit will NOT be permitted.

(2) Clothing with rude, offensive or inappropriate slogans will not be worn.

(3) PT gear is not authorized liberty attire. It will only be worn when in the Battery area, while conducting physical training or when traveling to or from the gym.

(4) PT gear and civilian attire will not be worn together.

(5) Shower shoes are not authorized foot wear outside of Squad Bays.

(6) Body piercing is not authorized for male Marines at any time nor is the wearing of any piercing related jewelry.

9. Leave and Liberty

a. Annual Leave. Normally, annual leave will not be granted to Marines while they are students aboard Fort Sill. Annual leave may be granted on a case by case basis by the Battery Commander if sufficient justification exists and a leave request, leave pledge and proper trip plan are submitted.

b. Emergency Leave. Marines will be authorized emergency leave in accordance with standard Marine Corps policy. The Fort Sill office of the American Red Cross (580-442-2426) must verify all facts regarding the circumstances that require a Marine's immediate presence. The party requesting the Marine's presence via their local Red Cross Office normally initiates this verification. That office will contact the Fort Sill Red Cross who will relay the request and any pertinent information to the Battery. Once verification is received, the Battery Commander will determine whether or not to grant the Marine's request.

c. Liberty. Marines are reminded that liberty is a privilege, not a right. The authority to grant or to suspend liberty rests solely with the Battery Commander. A Marine's performance as a student and a Marine shall bear heavily on any decision to suspend or modify this privilege.

(1) Marines will fall into one of three liberty phases:

(a) **Phase I Liberty** is reserved for Marines who have legal, disciplinary or severe academic problems. This phase of liberty will only be assigned by the Battery Commander on an individual basis. It consists of the following:

(1) Utility Uniform must be worn.

(2) The Marine will not leave the Marine Battery wing of building 6007 for any reason except the following:

(a) Chow in 1/78th dining facility

(b) Class

(c) Religious services (aboard Fort Sill)

(d) PT with the Battery (PT uniform is authorized)

(e) Medical appointments/sick call

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(f) Legal appointments

(g) One 1-hour visit on Saturday to the 6000 area PX complex (escorted by a Phase III Marine) between 1300 and 1600 for barber shop and essential items only.

(3) Any trip outside of the Marine Battery wing of building 6007 must be documented with the Platoon Sergeants or the SDNCO.

(b) **Phase II Liberty** is to acquaint the newly joined Marine to the Ft Sill area, and to refocus those Marines with academic problems by providing more time to study and concentrate on MOS qualification. Marines on light duty and Marines who do not meet the physical fitness criteria in paragraph 10 b. may also be placed on Phase II liberty. The Marine's instructor or the battery chain of command will recommend this phase of liberty to the Battery Commander. Stipulations for Phase II liberty include:

(1) Utility Uniform must be worn while outside of the Battery area.

(2) Utility Uniform or PT gear is authorized in the Battery area.

(3) The Marine may visit anywhere on Fort Sill for four hours per day between COB and 2145.

(4) The Marine must have a liberty buddy (of Phase II or III).

(5) The Marine must sign out in the liberty log and report in with his liberty buddy to the SDNCO.

(6) CIVILIAN ATTIRE IS NOT AUTHORIZED

(c) **Phase III Liberty** status is defined as liberty within the city limits of Lawton, Fort Sill and Lake Lawtonka. Entry level Marines may petition for Phase III Liberty if they meet all disciplinary and academic qualifications. **All Marines will be required to complete the following tasks in order to achieve Phase III Liberty status:**

(1) Marines must attend a welcome aboard brief from a member of the battery chain of command.

(2) Marines must complete a uniform inventory and have 100% of standard issue (with proper marking) or a valid reason for discrepancies.

(3) Spend a minimum of 1 week acclimating on Phase II.

(4) Must receive the weekly safety brief as given by the Battery Commander, Battery 1stSgt and Battery GySgt.

(5) All Marines will have AND STAY WITH their Marine liberty buddy until they check back in from liberty to the Marine Battery.

(6) The Marine must sign out in the liberty log and report in with his liberty buddy to the SDNCO.

(7) Phase III Liberty shall expire at 2145 (lights out at 2200) for all Marines on school/duty nights and 2345 on weekends and holidays. (Note: Taps on page 3, item i)

(d) The following accountability information pertains to all phases of liberty:

(1) All Marines will have AND STAY WITH their Marine liberty buddy until they check in from liberty with the SDNCO.

(2) The SDNCO will conduct a rack check when liberty expires.

(3) The SDNCO will conduct random Phase I and Phase II accountability formations throughout the day.

(4) All Marines must provide a valid phone number to the SDNCO upon checking out to liberty for emergency purposes.

(5) After taps, all Marines will remain in their racks unless studying in a designated area of the Marine Battery.

(e) NCOs and above. Liberty will expire at 2345 on evenings prior to class. On other days, NCOs must check in with or call the SDNCO NLT 0700 the following morning. NCOs may be placed on Phase I, II, or III liberty based on legal, academic or other disciplinary reasons.

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(2) Limits on the distances all Marines may travel on liberty are:

(a) Phase I Liberty: Marine Battery Wing of Bldg 6007

(b) Phase II Liberty: Ft Sill

(c) Phase III Liberty: City of Lawton, Fort Sill and Lake Lawtonka.

(d) NCO's: Normal Marine Corps liberty limits are 100 miles for 48 hours, 300 miles for 72 hours and 600 miles for 96 hours.

(e) Marines desiring to travel in excess of these limits must have in their possession a special liberty chit authorizing such travel.

(3) The purpose of the liberty buddy is to have a second set of eyes and ears to observe and avoid any/all situations detrimental to the safety of our Marines. Marines will arrive/depart their respective liberty location at the same time their accompanying party does. However, Marines are not authorized to waive the 2145/2345 curfew in order to comply with this provision. All Marines will be accompanied by a second Marine when on liberty.

d. Special Liberty: Special Liberty is defined as any liberty granted to a Marine other than normal liberty during non-working hours. Examples of special liberty are "the day off" to attend a wedding or other special function, a 72 or 96-hour pass. Special liberty will be considered on a case-by-case basis. Requests for special liberty will be forwarded to the Battery Commander via the chain of command. Marines granted special liberty chits must check out and in with the SDNCO. Failure to check out or in with the SDNCO will result in administrative or disciplinary action. Special liberty chits can be obtained in the Platoon Sergeant's office. All completed chits must be turned in no later than three days prior to the date of liberty requested. They must be signed by the student's Class Instructor and sent through the Battery chain of command.

e. All Marines are required to maintain an 80% academic average in each course of instruction. If a Marine's average falls below 80% he will be placed on Phase II Liberty. If the Marine is in severe danger of failing, he may be placed on Phase I pending the decision of the Battery Commander with the

recommendation of the instructor. This will allow the Marine to focus on his studies without distractions. Failure to comply will result in administrative and/or punitive action.

f. The base Commanding General has designated certain establishments within the Lawton/Ft Sill and Wichita Falls, TX areas as "off-limits." Military personnel are not authorized to patronize these establishments. Marines are not permitted to access establishments that are deemed off-limits by Enclosure (1) or Enclosure (2). Enclosure (1) is a memorandum, signed by the base General to all military personnel, designating all off-limits establishments. Enclosure (2) contains additional establishments that have been designated as "off-limits" to all student personnel while attending formal schools at Fort Sill. These businesses have repeatedly served alcohol to underage Marines and have been identified by the Battery Commander as detrimental to the morale of the Marine Battery personnel.

10. Physical Training. The purpose of unit PT is to establish or strengthen unit camaraderie and esprit de corps. Battery PT formations are conducted on Monday, Wednesday, and Friday morning at 0500. In addition to the purpose mentioned above, Battery PT is conducted with the goal of sustaining or improving the individual Marine's level of physical fitness in preparation for his entry into the Operating Forces. However, Battery PT alone will not ensure that each Marine is physically fit enough for daily life in the Operating Forces. It is the personal responsibility of every Marine to ensure that he remains constantly ready for the rigors of combat.

a. The PT uniform for summer is green shorts, green T-shirt, reflective belt, white socks and running shoes. The PT uniform for winter is the same as the summer uniform but includes green sweats, black watch cap and black or green gloves.

b. Personnel will be assigned to the Remedial Physical Conditioning Program (RPCP) for substandard performance of their initial Physical Fitness Test (PFT). All personnel assigned to the RPCP will remain in the program until he is capable of passing the PFT with a minimum score of 200 and will then be re-evaluated for removal. The RPCP will be held at 0530 on Tuesday, Thursday, and Saturday mornings for those Marines failing to meet Marine Corps standards for physical fitness. The intent of the RPCP is not punitive in nature, but designed to encourage an improvement in overall fitness and body composition. Participation in the RPCP is a mandatory requirement for Marines who fail the PFT or who are assigned to

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the Body Composition Program. Marines will also be assigned to the RPCP when they consistently display problems in MOS-specific tasks, (e.g., upper body strength for moving ammo, weapons or equipment, etc.) or struggle to meet the minimum standard for an event during a semi-annual PFT. Marines deemed a run drop or straggler by a member of the battery staff may be placed on RPCP at the Commanding Officer's discretion. Marines recovering from injuries or prolonged illness may be assigned to the RPCP if a formal remedial program would be beneficial. In the later case, the battery staff will take into account any follow-up medical care (therapy) requirements and modify the RPCP to accommodate those physical limitations or restrictions imposed by the Medical Officer. Deficiencies, which can be improved or corrected by a command-directed remedial conditioning program, fall into several categories:

- (1) Lack of strength in one or more body parts.
- (2) Lack of overall cardiovascular or muscular endurance.
- (3) Lack of adherence to body composition standards.
- (4) Lack of mobility (posture, balance, stability, agility, coordination, power, speed, and flexibility).
- (5) Lack of motivation and dedication.
- (6) Lack of education and experience in health and fitness.

11. Consumption of Alcohol. The consumption or storage of alcoholic beverages by any Marine in all areas under the control of the Marine Battery is prohibited. The legal drinking age in the state of Oklahoma is 21 years of age. In accordance with Department of Defense policy, Marines under 21 are prohibited from consuming alcoholic beverages. This prohibition applies both on base and off base. All establishments whose principal business is the sale of alcoholic beverages (e.g. bars and liquor stores) are off limits to Marines under the age of 21.

12. Privately Owned Vehicles (POVs)

a. In accordance with policy established by Headquarters, U.S. Marine Corps (HQMC), Entry Level Marines are not authorized to rent or to operate any motorized vehicle to include watercraft and recreational vehicles while assigned to the Marine Battery. Any Entry Level Marine arriving at Fort Sill

with a vehicle will surrender his keys to the Battery Gunnery Sergeant upon reporting aboard. Keys will be returned only under the following conditions:

(1) Upon graduation and departure from Fort Sill.

(2) In order to allow him to drive his POV on authorized annual or emergency leave.

b. Non-Entry Level Marines are authorized to maintain and drive POVs. Non-Entry Level Marines reporting aboard with a POV (to include watercraft) will be prohibited from driving the vehicle until a Platoon Sergeant has verified the Marine has a valid state driver's license, registration and proof of insurance.

13. Cell phone use. Cellular phones are authorized only in the battery bleacher area, smoke pit or PT field. The hours are between 1800 and 2030 on weekdays and 0700 and 2330 on weekends and holidays. Cell phones are not authorized to be carried in uniform or taken to class except with special permission from the chain of command.

14. Use of Tobacco Products. Entry Level Marines assigned to the Marine Battery are prohibited from using tobacco products while in formation or any other type of duty (phone watch, morning cleanup, PT, etc.) Tobacco products are defined as cigars, cigarettes, snuff or chewing tobacco of any kind. While in class, Marines are authorized the use of tobacco products consistent with the rules and regulations established by their respective Instructional Departments. Smoking and tobacco chewing are only authorized in the designated smoking area. The battery smoking area is in the western courtyard flanking the recreation room. No Marine will spit on the deck in the battery area or on the PT field. Tobacco use is prohibited in the squad bays.

15. Administrative Matters. Marines requiring assistance regarding administrative matters (e.g. pay problems, dependency applications, orders, travel matters, promotions, lost identification cards, etc.), should bring the matter to the attention of a Battery Platoon Sergeant as soon as possible. Remember, if you do not tell anyone you have a problem, then no one can help solve your problem.

16. Mailing address. There is no Post Office in the 6000 area; however, the 6000 area Exchange (PX) sells books of stamps and

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American Express Money Orders. There is a full service United Parcel Service (UPS) office also located in the 6000 area PX complex. The following is an example of how your mailing address will look:

<u>Format</u>	<u>Example</u>
Rank, Name	PFC Doe, John A.
Marine Battery	Marine Battery
Class Title, Class Number	MASOC 6-06
PO BOX 810	PO BOX 810
Fort Sill, OK 73503-5810	Fort Sill, OK 73503-5810

<u>MOS:</u>	0811	0842	0844	0847	0861	2887
<u>Class Title:</u>	MCCCC	RADAR	MCFAFCC	METRO	MASOC	MAEMC

17. Weapons. Personal weapons of any type are not authorized (this includes pellet or BB guns, USMC K-Bars and knives with a blade length in excess of 3 inches). A weapon is defined as any object that is expressly manufactured to enable one to cause bodily harm to another individual. If a Marine reports aboard with a personal weapon, he will turn it in to a Platoon Sergeant for safekeeping. Marines who turn in a personal weapon to a Platoon Sergeant will ensure that the weapon is properly marked and logged into the contraband logbook. Upon departure from Fort Sill, the Marine will retrieve his confiscated property. If a member of the battery staff finds a weapon after the Marine has had an opportunity to turn it in, disciplinary action will follow.

18. Marines Awaiting Training (MAT). The Marine Battery institutes a MAT program in accordance with HQMC and Marine Artillery Detachment direction. Due to weekly MCT graduations and Fort Sill course scheduling, it is possible that a Marine, upon checking in to the Marine Battery, will have to wait for the convening of his assigned MOS Class. Those Marines awaiting their course to start are referred to as Marines Awaiting Training (MAT). On Tuesdays and Thursdays during normal working hours, Platoon Sergeants will instruct the MAT classes in the classroom at the Marine Battery. The classes consist of a five-week rotation of core level classes as well as core-plus classes as determined by Training and Education Command (TECOM). In addition to the core level classes, each Marine participates in the Marine Corps Mentorship Program where his personal mission and goals are further explained and defined. These core classes and mentoring sessions take precedence over any other activities for the MAT Marines. On Mondays, Wednesdays and Fridays when

MAT classes are not being taught, the MAT Marines will engage in productive cleaning and maintenance activities in the battery area. If there is an overly large number of Marines in the MAT program, some Marines may participate in similar productive activities for other Marine Corps agencies. If an outside agency requests the help of Marines from the MAT program, the outside agency will coordinate through the battery staff only to ensure that working parties will not conflict with the regular training schedule or scheduled appointments. The following criteria must be met to allow Marines to help outside agencies:

a. The outside agency must have the same number of soldiers of the same pay grade working side by side with the Marines. (The Marines are not to be the only source of labor).

b. The Marines in the Battery must be transported to and from the location via legal and safe means from the outside agency.

c. The Marines must not leave Fort Sill, and a phone number and point of contact will be provided to the Platoon Sergeants.

d. The Marines must be fed and kept hydrated. If inclement weather is encountered, the Marines must be properly clothed or sheltered.

e. The activity the Marines are supporting must directly reflect a benefit to all of the Marines in the Marine Battery.

f. At no time will any activity take precedence over formal classroom training.

g. Members of the battery staff will periodically check on these working parties to ensure compliance with the above stated guidance.

19. Controlled Substances (Drugs). The use, possession or sale of illegal drugs, the abuse of prescribed medications, or the use of steroids is not tolerated in the U.S. Marine Corps. In order to combat illegal drug use, the Marine Battery conducts monthly 100% unit urinalysis tests and random 10% urinalysis tests. In addition, all Marines returning from UA status, PTAD and leave will be required to submit to a urinalysis test. The Marine Battery does not announce the time or date of the urinalysis testing. Under this program, every Marine assigned to the battery is subject to urinalysis testing at any time and

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will have been tested at least once before their class graduation date.

20. Applicability. This order applies to all Marines assigned as students at Fort Sill. This policy supersedes any previously published command liberty policies.

21. Conduct yourself in a mature, responsible, professional manner at all times, and remember, wherever you go, whatever you do, you are the United States Marine Corps.



S. T. CAMPBELL

Distribution: B



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY CENTER AND FORT SILL
OFFICE OF THE COMMANDING GENERAL
FORT SILL, OKLAHOMA 73503-5000

REPLY TO
ATTENTION OF


ATZR-C

12 May 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Imposition of Off Limits Restriction

1. Effective immediately, the following establishments are off limits to all military personnel assigned to Fort Sill, Altus, Vance, Sheppard, and Tinker Air Force Bases:
 - a. Foxy Lady, 411 North Scott Avenue, Wichita Falls, Texas 76301.
 - b. Tommy's House of Music, 110 East Scott Avenue, Wichita Falls, Texas 76301.
 - c. Studio E Club (formerly Village Vanguard), 2400 Sheppard Access Road, Wichita Falls, Texas 76306
2. This action is necessary to protect the health, safety, morals, welfare, morale, and discipline of the service members located in the southwestern region of Oklahoma. This order will remain in effect until further notice.
3. This is a lawful general order and its violation is punishable under Article 92, Uniform Code of Military Justice (UCMJ). Failure to abide by this order can result in adverse administrative action, non-judicial punishment IAW Article 15, UCMJ, or court-martial. The maximum punishment at general court-martial for violation of this order is reduction to the lowest enlisted grade (E-1), total forfeiture of all pay and allowances for two years, confinement for two years, and a dishonorable discharge.
4. Battery commanders and their equivalent will ensure that this order is published to all service members. In addition, a copy of this order will be placed on unit bulletin boards until further notice.


DAVID C. KALSTON
Major General, USA
Commanding

DISTRIBUTION:
COMMANDERS

97th SUPPORT GROUP, ALTUS AFB, OK 73523-5000
71ST SECURITY POLICE SQUADRON, 138 SOUTH BROWN ROAD, VANCE

ENCLOSURE (1)



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY

HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY CENTER AND FORT SILL
OFFICE OF THE COMMANDING GENERAL
FORT SILL, OKLAHOMA 73503-5000


ATZR-C

DEC 15 2004

MEMORANDUM FOR See Distribution

SUBJECT: Imposition of Off Limits Restrictions – Outskirts West and Dragon West

1. Effective immediately, the Outskirts West and the Dragon West nightclubs, located at 9806 NW Cache Road and 9800 NW Cache Road, Lawton, Oklahoma, are off limits to all military personnel assigned to Fort Sill, Tinker Air Force Base, Sheppard Air Force Base, Altus Air Force Base, Randolph Air Force Base, Red River Army Depot, Pine Bluff Arsenal, McAlester Army Ammunition Plant, and Vance Air Force Base. This action is necessary to protect the health, welfare, and safety of all personnel. This order will remain in effect until further notice.
2. This is a lawful general order and its violation is punishable under Article 92, Uniform Code of Military Justice (UCMJ). Failure to abide by this order can result in adverse administrative action, non-judicial punishment IAW Article 15, UCMJ, or court-martial. The maximum punishment at general court-martial for violation of this order is reduction to the lowest enlisted grade (E-1), total forfeiture of all pay and allowances for two years, confinement for two years, and a dishonorable discharge.
3. Battery/company commanders and their equivalent will ensure that this order is published to all service members immediately. In addition, a copy of this order will be placed on unit bulletin boards until further notice.


DAVID P. VALCOURT
Major General, USA
Commanding

DISTRIBUTION:

COMMANDERS

97th SUPPORT GROUP, ALTUS AFB, OK 73523-5000

71ST SECURITY POLICE SQUADRON, 138 SOUTH BROWN ROAD, VANCE
ABF, OK 73701-5000

72D MSSION SUPPORT GROUP/CC, TINKER AFB, OK 735145-5000

82D SUPPORT GROUP/CC, 419 G AVENUE STE 7, SHEPPARD AFB, TX
76311-2947

MCALESTER ARMY AMMUNITION PLANT, MCALESTER, OK 74501-5000

RED RIVER ARMY DEPOT, TEXARKANA, TX 73507-5000

PINE BLUFF ARSENAL, PINE BLUFF, AR 71602-9500



UNITED STATES MARINE CORPS
MARINE BATTERY
US Army Field Artillery School
PO BOX 810
FORT SILL, OKLAHOMA 73503-5810

IN REPLY REFER TO
1000
CO
12 June 06

MARINE BATTERY BULLETIN 1050

From: Commanding Officer
To: All Hands

Subj: BATTERY OFF LIMITS ESTABLISHMENTS

Ref: DetOrder 1000.3A

1. Effective immediately, the following establishments are off limits to all student personnel assigned to Marine Battery, Ft Sill, Oklahoma:

- a. Panchitas, 1813 Southwest 6th Street, Lawton, Oklahoma 73501
- b. Sidewinders, Medicine Park, Oklahoma 73557
- c. Night Trips, 12402 Old Cache Road, Lawton, Oklahoma 73505
- d. Garfield's Restaurant and Pub, 200 Southwest Centre Avenue, Lawton, Oklahoma 73501
- e. Red Jelly, 1924 South Highway 277, Lawton, Oklahoma 73501

2. In addition to the above named establishments, the Commanding General has also placed the following establishments off limits to all personnel assigned to Fort Sill, Oklahoma:

- a. Foxy Lady, 411 North Scott Avenue, Wichita Falls, Texas 76301
- b. Tommy's House of Music, 110 East Scott Avenue, Wichita Falls, Texas 76301
- c. Studio E Club (formerly Village Vanguard), 2400 Sheppard Access Road, Wichita Falls, Texas 76306
- d. Outskirts West Nightclub, 9806 NW Cache Road, Lawton, Oklahoma 73505
- e. Dragon West Nightclub, 9800 NW Cache Road, Lawton, Oklahoma 73505

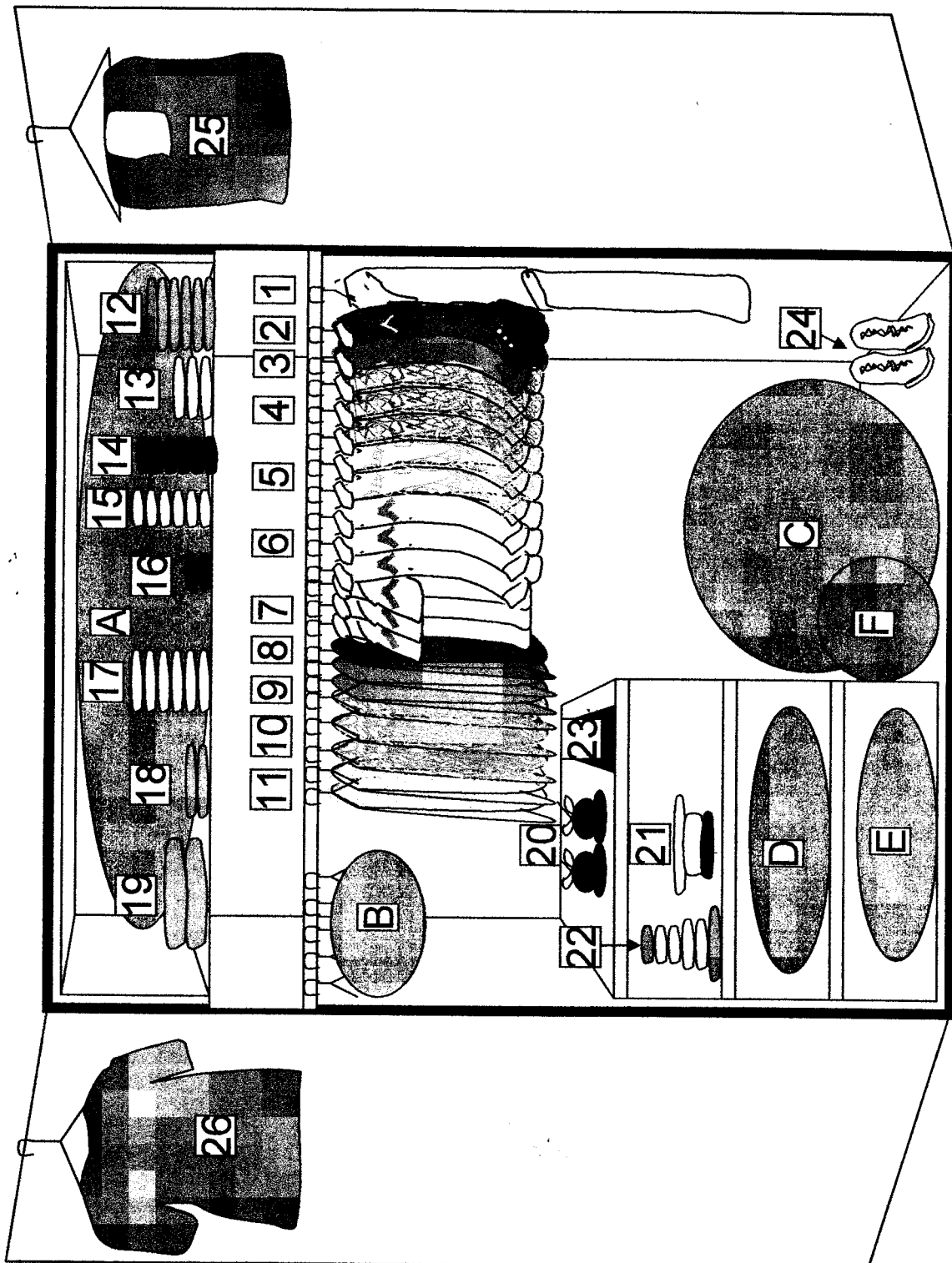
3. This action is necessary to protect the health, safety, morals, welfare and discipline of the Marines assigned to the Marine Battery. This is a lawful general order and its violation is punishable under

Article 92, Uniform Code of Military Justice (UCMJ). Failure to abide by this bulletin can result in adverse administrative action, non-judicial punishment IAW Article 15, UCMJ or courts-martial. This bulletin will remain in effect until further notice.



P. S. SARGEANT

MARINE BATTERY WALL LOCKER



WALL LOCKER CONTENTS

- 1. ALL WEATHER COAT (1)
- 2. DRESS BLUE BLOUSE (OPTIONAL)
- 3. ALPHA BLOUSE (1)
- 4. GREEN UTILITY BLOUSE (3)
- 5. TAN UTILITY BLOUSE (2)
- 6. LONG SLEEVE KHAKI SHIRT (3)
- 7. SHORT SLEEVE KHAKI SHIRT (3)
- 8. DRESS BLUE TROUSERS (1)
- 9. SERVICE TROUSERS (2)
- 10. GREEN UTILITY TROUSERS (3)
- 11. TAN UTILITY TROUSERS (2)
- 12. GREEN T-SHIRTS (6)
- 13. WHITE T-SHIRTS (3)
- 14. BOOT SOCKS (6)
- 15. WHITE PT SOCKS (6)
- 16. DRESS SOCKS (2)
- 17. UNDERWEAR (6)
- 18. PT SHORTS (2)
- 19. SEABAG AND WOOL SWEATER (ON TOP)
- 20. DRESS SHOES
- 21. DRESS BLUE COVER WITH EMBLEM
- 22. ASSORTED FROM BOTTOM TO TOP:
 - GREEN COVER FOR ALPHA UNIFORM (WITHOUT FRAME)
 - FIELD SCARF (TIE) (2)
 - KHAKI WEB BELT (1)
 - MARTIAL ARTS BELT (1)
 - ALPHA BLOUSE BELT (1)
- 23. ASSORTED:
 - RANK INSIGNIA (EXTRA)
 - EAGLE/GLOBE/ANCHORS FOR UNIFORMS
 - 2 BLACK FOR ALPHA BLOUSE
 - 2 GOLD FOR BLUES BLOUSE (OPTIONAL)
 - MEDALS/RIBBONS
 - ID CARD
 - CORPS VALUES CARD
 - ID TAGS (2)/ MEDICAL TAG (IF REQ'D)
 - GLASSES (IF REQUIRED)
 - 24. COMBAT BOOTS
 - 25. WET TOWEL/WASHCLOTH
 - 26. USED/WET PT GEAR
- A. PERSONAL HYGIENE GEAR (IN BAG—BEHIND THE SKIVVIES/T-SHIRTS/ETC...)
 - B. APPROPRIATE CIVILIAN ATTIRE (DISPLAYED IN AN ORDERLY MANNER
 - C. FIELD GEAR/CLASS MATERIALS
 - D. PERSONAL GEAR (PLACED IN AN ORDERLY MANNER
 - E. DIRTY LAUNDRY (IN MESH BAG) SOAP SHOULD BE PLACED ON BOTTOM OF WALL LOCKER NEXT TO FIELD GEAR.
 - F. LAUNDRY SOAP.

WALL LOCKER NOTES:

- ALL UNIFORMS AND GEAR WILL BE CLEAN AND ORDERLY.
- ALL UNIFORMS WILL BE MARKED PROPERLY IAW MCO P1020.34G.
- ALL UNIFORM ITEMS WILL BE **PRESSED (EXCEPT UTILITIES)**.
- ALL LAUNDRY WILL BE WASHED (with soap) AND DRIED NO LESS THAN ONCE EVERY 7 DAYS.
- WET PT GEAR AND WET TOWELS WILL HANG OFF THE EDGE OF YOUR RACK OR THE TOWEL BAR IN YOUR WALL LOCKER.
- WALL LOCKERS WILL BE **SECURED AT ALL TIMES** WHEN IT IS NOT MONITORED BY THE OCCUPANT (WITHIN 5 FEET).
- PERIODICALLY, UNANNOUNCED WALL LOCKER INSPECTIONS WILL BE HELD BY THE BATTERY STAFF AND BY YOUR INSTRUCTORS—BE PREPARED.
- IF IT IS NOT ON THIS LIST, AND IF IT DOESN'T FIT IN THE DRAWER DESIGNATED FOR PERSONAL GEAR, THEN IT WILL NOT BE PERMITTED IN YOUR WALL LOCKER. (SEE THE YOUR PLATOON SERGEANT FOR A SECURE FOOT LOCKER TO BE PLACED INTO STORAGE)